

**TRINITY PRE-SCHOOL BRADLEY STOKE**

**HOLY TRINITY CHURCH**

**BROAD CROFT, BRADLEY STOKE**

**BRISTOL, BS32 0BD**

**07706 652460**

**trinitypreschoolbstoke@gmail.com**

Registered Charity 1046768

Building up and reaching out

With the love of Jesus Christ

**TERMS AND CONDITIONS**

**Commencement date of agreement:**

**Child’s Name:** **Parent/carer’s Name:**

**Date of Birth: Start Date:**  **NEF Start Date:**

**Sessions:**

1. **Our obligation to you**
	1. We will provide the agreed childcare facilities for your child at the agreed times (subject to any days when we are closed). Each session shall run from 9.00am to 12.00pm, 9.00am to 3.00pm or 12.30pm to 3.00pm during pre-school term times.
	2. Each session shall be supervised with at least 1 adult to every 4 children under 3 years of age, and 1 adult to every 8 children over 3 years of age (however when possible we aim to have 1 adult to 6 children for over 3’s). There will always be a minimum of two staff.
	3. We will try to accommodate any requests you may make for additional sessions but this cannot be guaranteed.
	4. We will treat your child with the utmost respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child’s wellbeing.
	5. We will provide you with regular verbal updates as to your child’s progress and we will agree times to discuss with you the progress of your child or any other aspects of our childcare services as and when required.
	6. We will comply with the requirements of the Early Years Foundation Stage (EYFS) and our Ofsted registration regarding the childcare services we provide for your child.
	7. We will provide you with details of our policies and procedures, which outline how we satisfy the requirements of the EYFS in our everyday practice; and we will notify you as and when any changes are made to our policies and procedures. We will be available to discuss or explain our policies and procedures, and/or any relevant changes, at a mutually agreed time.
	8. In accordance with the Managing Children who are Sick, Infectious or with Allergies Policy, we reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care.
	9. We will maintain appropriate insurance to cover our childcare activities.
2. **Your obligation to us**
3. You will need to complete and return our *Information Sheet and Consent Form to us* before your child starts at the Pre-school (which will be issued to you prior to your child starting).
4. You must notify us immediately of any changes to the information you have provided to us and keep us informed of any other necessary information that may affect the childcare that we provide for your child.
5. The *Consent Form* includes First Aid consent and emergency treatment authorisations which you will need to complete prior to your child attending.
6. You will read and abide by our policies and procedures.
7. You will work with us to support your child’s learning and provide information and feedback in their *Tapestry online learning journal*. You will make yourself available as and when required to discuss the progress of your child or any factor relating to their childcare place with us at mutually agreed times.
8. You must immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. For the benefit of other children attending you must not allow your child to attend whilst they are contagious and pose a risk to other children during normal daily activities. This includes sickness and diarrhoea where children must not attend until 48 hours after the symptoms have ceased.
9. You must keep us informed of the identity of the persons who will be collecting your child. If the person who is due to collect your child is not usually responsible for collecting them we will require proof of identity. If we are not reasonably satisfied that the person collecting your child is who we were expecting, we will not release your child into their care until we have checked with you.
10. You must inform us immediately if you are not able to collect your child by the official collection time. You must make arrangements for another authorised person to collect your child as soon as possible. A late payment charge will be applied (please refer to the current fee schedule for details).
11. You will inform us as far in advance as possible of any dates on which your child will not be attending. For any absences between 5-20 consecutive days a ‘absence due to sickness/holiday’ form must be completed.
12. You will provide us with at least 4 weeks’ notice of your intention to permanently decrease the number of hours your child attends and / or withdraw your child therefore ending this Agreement. If insufficient notice is given you will be responsible for the full fees for your child for 4 weeks from the date of notice or Nursery Education Funding (NEF) will be retained for this period (whichever applies). This may affect your eligibility to claim NEF at another pre-school/nursery in South Gloucestershire. If you are ending this Agreement, notice must be given in writing.
13. 30-hour funding was introduced by the Government in September 2017 for working parents / carers of 3 and 4 year olds who meet the qualifying criteria ([www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)). These sessions are funded by the Local Authority and are known as the ‘Free Extended Entitlement’. If you are eligible for this funding it is your responsibility to re check your eligibility every 3 months.
14. You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

**3.0 Payment of Fees (please refer to our fee policy)**

1. Our fees are based on an hourly rate that shall be notified to you in advance of your child starting (please refer to our current fee policy). We may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us 4 weeks’ notice in writing.
2. **Suspension of child**
	1. We do not support the exclusion of any child on the grounds of behaviour. However, if your child’s behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults within Trinity Pre-school, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.
	2. During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
	3. If your child is suspended part way through the term, under the conditions stated in clause 4.1 normal fees still apply.

* 1. **Termination of the Agreement**
	2. You may end this Agreement at any time, giving us at least 4 weeks’ written notice.
	3. We may immediately end this Agreement if:

5.2.1 You have failed to pay your fees

5.2.2 You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention

5.2.3 You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards staff

5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.

* 1. It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
	2. You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.
1. **General**
2. If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the hourly fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare for you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed in excess of three days.
3. If you have any concerns regarding the services we provide, you should discuss them with your child’s key person or Pre-school Manager. If these concerns are not resolved to your satisfaction, you should contact the Chairperson of the Committee. Customer satisfaction is paramount and any concerns/complaints will be dealt with in line with our *Making a Complaint* Policy.
4. Whilst a snack and drink is provided on the premises, we do not have a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and serving of food are suitably trained.
5. Any personal information you supply to us will be collected, stored and used in accordance with the principles of the Data Protection Act and our *Confidentiality and Client Access to Records* Policy. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.
6. **Details of other Pre-School/Nursery attended/will be attending**

If your child will be attending another Pre-school/Nursery setting whilst at Trinity Pre-School it is important that we are informed of this so we can work in partnership with them and to make sure that the correct NEF funding is claimed.

Name of Pre-School/Nursery:

Date started/is starting: Number of hours per week:

1. **Details of any other funding provided by third Parties/** **Government Tax-free Childcare scheme**

We are happy to receive payments for fees from company childcare voucher schemes or the Government Tax-free Childcare scheme. Please provide details if applicable:

Funding provided by (name of voucher scheme) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **This Agreement**
2. We reserve the right to vary the terms and conditions contained in this Agreement
	1. This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement except to the extent that we vary terms from time to time.
	2. Acceptance of a place will be deemed as acceptance by you of these terms and conditions. Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptance of a childcare place with us for your child.

For parent(s)/carer(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be between Trinity Pre-School, you and the guarantor.

A copy of this completed and signed contract will be provided to each signatory.

Signature (Parent name 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Name (PRINT) Relationship to child

Signature (Parent name 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Name (PRINT) Relationship to child

Where applicable

Signature (Guarantor) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Name (PRINT) Relationship to child